



COLORADO
TOURISM OFFICE

These signature and attestation forms aid our office in ensuring that CTO Meetings & Events Incentive (MEI) Direct Support Grant applications are in compliance with both the program guidelines and the requirements in the Meeting & Events Incentive program statutes.

AFFIDAVIT INSTRUCTIONS

To complete this affidavit, please:

1. Have the appropriate party **(Must be a C-Level Executive)** fill out and sign each of the three following attestations:
 - a. Certification of Meetings & Events Incentive (MEI) Direct Support Grant Eligibility
 - b. Meetings & Events Incentive (MEI) Direct Support Grant Application Certification
 - c. Meetings & Events Incentive (MEI) Direct Support Grant Certification Signatures Form
2. Scan this document back onto a computer
3. Upload the signed and completed document to the OEDIT Application portal.



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**CERTIFICATION OF MEETINGS & EVENTS INCENTIVE (MEI) DIRECT
SUPPORT GRANT ELIGIBILITY**

Section 1: Applicant Information

Applicant Host Name: _____

(The host is the company, organization or individual holding the event.)

Applicant Contact Name/Title (C-Level): _____

Email: _____

Business Address: _____

Business Phone Number: _____

Section 2: Affidavit

I, _____, certify that the event requesting the direct support grant

☐ is a brand NEW event booked on or after April 6, 2021.

☐ is an existing or recurring event in danger of cancellation,
postponement, or relocation without financial support.

I hereby state that the information above is true, to the best of my knowledge. I also
confirm that the information here is both accurate and complete, and relevant
information has not been omitted.

Printed Name _____

Signature of Individual _____

Date _____



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**MEETINGS & EVENTS INCENTIVE (MEI) DIRECT SUPPORT GRANT
APPLICATION CERTIFICATION**

I understand that all information submitted as part of this application must be true and complete to the best of my knowledge. I understand that a direct support grant awarded based on false or incomplete information may be revoked and that all funds awarded under the grant would be required to be refunded to the Colorado Tourism Office (CTO).

By submission of this application for grant funding, the CTO has the right to require additional written conditions should a grant be awarded.

Should the requested grant be awarded and the monies are not used for the intended stated purpose as outlined in this application, or funds are not used in their entirety for the intended stated purpose, I understand that it is a requirement that funds be returned to the CTO within 45 days.

I understand that a report detailing project/program impacts and describing expenditure of grant funds is due within 90 days following completion of this project/program.

CTO grants are contingent on approval of the CTO's budget and completion of all contracts, agreements and follow-up reporting on the part of the applicant.

We hereby state that the information above is true, to the best of my knowledge. I also confirm that the information here is both accurate and complete, and relevant information has not been omitted.

By initialling below, I also attest that I am a C-Level employee and am authorized to sign on behalf of my company.



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**MEETINGS & EVENTS INCENTIVE (MEI) DIRECT SUPPORT GRANT
APPLICATION CERTIFICATION SIGNATURES FORM**

By Signing below,

- I attest that I have read, certified, and initialed the Certification of MEI Direct Support Grant Eligibility, and MEI Direct Support Grant Application Certification.
- I attest that I am a C-Level executive and am authorized to sign on behalf of my company.
- I attest that I have read and agree to the Colorado state [terms and conditions](#).

Legal Name of Business:

Signature:

Name:

Title/Capacity (C-Level)

Business Address:

Business Phone Number:

Date:
